

Unclassified Job Announcement

MANAGING EDITOR – PUBLICATIONS

DEPARTMENT OF TOURISM AND CULTURAL AFFAIRS

SALARY TO: \$50,000 - \$66,000 (Employee/Employer paid retirement schedule)

RECRUITMENT OPEN TO: All qualified applicants

RECRUITING FOR: The Editor is responsible for the day-to-day operation and supervision of the editorial side of Nevada Magazine.

Specific duties include but are not limited to: Overseeing editorial schedule for upcoming issues, including story assignments and long-range planning. Working with freelance writers. Evaluating submitted manuscripts. Moving copy through editing stages to layout and meeting deadlines. Meeting editorial deadlines for production and helping ensure smooth flow of work between editorial and production. Responsible for online integration on (<http://nevadamagazine.com>, <http://nevadamag.blogspot.com>, <http://nevadaeventsandshows.blogspot.com/>, <http://travelnevada.com/blog/articles/nevada-magazine/>) writing, blogging, and editing. Write and edit for special print projects — Visitor's Guide, Rides Guide, 75th-Anniversary Edition (2011), etc. Write *Nevada Magazine* press releases and distribute to media. Also post the releases to Nevada Magazine blog and Travel Nevada blog. Take, edit, and collect photos for publication in *Nevada Magazine* and Visitor's Guide, plus online. Manage "Nevada Photographers" group on Facebook. Create and manage all the magazine's social media sites (Facebook, Twitter, Google+, Flickr, YouTube, etc.). Edit video for our YouTube page and embed them on our site. Edit and coordinate the distribution of two e-newsletters (one general and one to state employees) every other month — 12 e-newsletters per year, plus any additional "e-blasts" sent out. Approve payments to freelance writers and photographers (six issues per year, plus Visitor's Guide). Liaison for the *Nevada Magazine* advisory board, a group of five people who critique each issue. Write and edit bimonthly "Photo Alert" e-mails that go out to photographers. Also help manage that e-mail list. The Editor reports to the Publisher.

QUALIFICATIONS: Bachelor's degree in communication, journalism or related field. Ideally, five (5) or more years of recent experience as an editor at a newspaper or magazine, the ability to write clear, concise, well-researched stories in an efficient period of time, based on the assignment. The ability to manage social media platforms and basic photography skills, to include editing.

SPECIAL NOTES AND REQUIREMENTS: Travel of up to 10% may be required. This position will also serve in a supervisory role.

BENEFITS: Benefits include a retirement system, medical, dental and disability insurance programs, 11 paid holidays, paid sick and annual leave.

LOCATION: This position will be located in Carson City.

To Apply: Submit cover letter and resume' to:

Janet Geary, Publisher
401 North Carson Street
Carson City, Nevada 89701
775-687-6159 fax

Resume' must include a detailed description of employment history to include name and addresses of employers, scope or responsibility, reasons for leaving, salary history and professional references.

This announcement will remain open until recruitment needs are satisfied.

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